



STATE OF IOWA

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DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

October 20, 2006

GENERAL LETTER NO. 3-B-3

ISSUED BY: Office of the Deputy Director, Division of Field Operations

SUBJECT: Employees' Manual, Title 3, Chapter B, *STATE RESOURCE CENTERS*, pages 9, 10, and 16, revised.

Summary

This chapter is revised to add the definition of "fall" and revise the definition of "suspicious injury."

"Fall" means unintentionally coming to rest on the ground, floor, or other lower level, but not as a result of syncope or overwhelming external force. The following are **not** to be classified as falls:

- ◆ An individual being pushed, shoved or aggressed against causing him to go to the ground, floor, etc. This is an incident of **aggression**.
- ◆ An individual intentionally sitting on the ground, floor, pavement, etc. This is most likely either the individual choosing to rest or behaviorally communicating that he does not want to participate in what is being asked or suggested of him.

"Suspicious injury" means:

- ◆ An injury where the initial explanation of the injury appears inconsistent with the injury sustained, or
- ◆ Other injuries that may be questionable as to how they happened, which might include, but are not limited to, unexplained black eyes, bruises around the neck or on inner thighs, or any patterned injuries regardless of the area of the body.

Effective Date

Immediately.

Material Superseded

Remove from Employees' Manual, Title 3, Chapter B, pages 9, 10, and 16, dated September 22, 2006, and destroy them.

Additional Information

Refer questions about this general letter to the Central Office Resource Center liaison.

“Elopement” occurs when:

- ◆ An individual’s location is unknown by staff who are assigned responsibility for oversight; or
- ◆ An individual who is allowed to travel independently on campus does not arrive or return when expected; or
- ◆ An individual who is either on or off campus leaves without permission and is no longer in continuous oversight.

“Employee” means a full-time, part-time, or temporary person on the payroll of the facility.

“Entities responsible for funding” means the individual’s county of legal settlement or the Iowa Department of Human Services.

“Essential supports” means the medical, mobility, nutritional, and behavioral supports that are essential to an individual’s health and safety. Absence of an essential support would immediately negatively compromise the individual’s health, safety, or behavior. Essential supports are to be in place before an individual is placed.

“Evidence-based practice” means the integration of best research evidence with clinical expertise and patient values.

“External review” means a review conducted by persons from outside the resource center who represent the specialties that are required to be reviewed.

“Facility risk data profile” means the aggregate data collected on the type of risks experienced by individuals who reside at a resource center which is used for identifying trends, patterns, quality management and performance improvement.

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- ◆ An individual intentionally sitting on the ground, floor, pavement, etc. This is most likely either the individual choosing to rest or behaviorally communicating that he does not want to participate in what is being asked or suggested of him.

“Family,” for an adult individual, means the family member the individual has designated to receive information concerning the individual’s services at the resource center.

“Full residence” means the determination that the individual meets all the admission requirements and has been admitted for an ongoing stay to receive support and treatment services.

“Grievance” means a written or oral complaint by an individual involving a rights violation, or unfairness to the individual, or any aspect of the individual’s life that the individual does not agree with.

“Guardian” means the person other than a parent of a child who has been appointed by the court to have custody of person of the individual as provided under [Iowa Code section 232.2\(21\)](#) or [633.3\(20\)](#).

“High risk or dangerous behavior” means a behavior or action on the part of an individual that a reasonable and prudent person would deem as of immediate danger to the individual’s health or safety or the health or safety of another person. This includes threatened behavior when the individual has the immediate opportunity and capacity to carry out the behavior.

“Immediate clinical review” means a review initiated by a treatment program manager or QMRP by the end of the next working day from when a problem is identified to address:

- ◆ Whether appropriate treatment and supports were in place, and
- ◆ What changes are needed to appropriately address the problem.

The clinician or a group of clinicians appropriate to evaluate the cause of the problem shall conduct the review. The treatment program manager or QMRP shall determine the participation of other members of the individual’s interdisciplinary team based on the individual and the problem involved.

“Incident” means any action, situation, behavior, or occurrence that is not consistent with the care, treatment, or habilitation plan of an individual or that may affect the health or safety of the individual.

“Incident review committee” means the committee responsible for the overall monitoring, reviewing, and determining the effectiveness of a resource center’s implementation of incident management policies and corrective actions. At a minimum, the committee shall include the superintendent, the persons directly responsible for the program and treatment services, representatives from psychology and nursing, and the director of quality management.

“Significant weight change” means an unexpected change in body weight (more than a 10% increase or decrease) during report month.

“Skin breakdown” means a Stage 2, 3 or 4 pressure sore or decubitus ulcer.

“Specialty peer review” means professional or clinical assessments of care conducted by like professionals for the purposes of improving client outcomes.

“State case” means the determination made under [Iowa Code section 252.16](#) that identifies an individual as not having legal settlement in an Iowa county and places funding responsibility with the state.

“Status epilepticus” means ten or more minutes of continuous seizure activity or two or more sequential seizures without full recovery of consciousness between seizures.

“Suicide attempt” means a verbalized expression of the intent to harm oneself coupled with an attempt to harm or attempting to harm or harming oneself.

“Suicide threat” means verbally expressing the intent to harm but not having attempted to harm oneself.

“Suspension or termination” means the involuntary removal, dismissal, or termination from an educational, vocational, or occupational program in which the individual regularly participates.

“Suspicious injury” means:

- ◆ An injury where the initial explanation of the injury appears inconsistent with the injury sustained, or
- ◆ Other injuries that may be questionable as to how they happened, which might include, but are not limited to, unexplained black eyes, bruises around the neck or on inner thighs, or any patterned injuries regardless of the area of the body.

“Temporary admission” means the voluntary admission of an individual to residence on a time-limited basis for evaluation or treatment.